

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC Area Chiefs Conference



FROM:

Director of Communications

EXTENSION

NO.

OC-0487-88

DATE

14 September 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1. DDA
7D18 Hqs

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OAM-7-AR

ADMINISTRATIVE - INTERNAL USE ONLY

OC-0487-88

14 SEP 1988



MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Communications

SUBJECT: OC Area Chiefs Conference

1. Thank you for accepting our invitation to address the Office of Communications (OC) Area Chiefs Conference during the evening of 3 October. The Conference will afford you the opportunity to meet with all senior OC management. The evenings schedule will include: 1630 - Social hour; 1730 - Dinner; 1830 - Open Discussion.

2. The Conference is being held at the Systems Integration

Attachment

DD/A REGISTRY

DD/A REGISTRY

FILE:

ADMINISTRATIVE - INTERNAL USE ONLY

OTM-7-AR



Deputy Director
for Administration

16 SEP 1988

STAT

What time do you wish to arrive

STAT

✓ During Social Hour (Approx 4:45)

 During Dinner (Approx 5:15)

STAT

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